

**Prudence Island Water District Board of Directors
Minutes of Meeting held 9/17/11**

Call to Order: Meeting called to order at 1:05 p.m. Present were Moderator Harry Sterling; Board Members Martha Fuller, David Buffum, and Philip Brooks. A quorum was present. Also present was William Capron, System Manager.

1. Approval of Minutes of 8/6/2011. David Buffum moved to accept minutes of previous meeting amended to include swearing in of Martha Fuller; Martha Fuller seconded. Approved unanimously.

2. Resignation letter from Leo Perrotta, Clerk. Philip Brooks moved to accept; David Buffum seconded. Accepted unanimously.

3. Appoint Clerk to serve balance of term. Martha Fuller to serve as Clerk until next scheduled district meeting. David Buffum moved; Philip Brooks seconded; approved with Martha Fuller abstaining.

4. Appoint New Board Member. George Dechambeau nominated to fill vacancy on Board until next regular meeting. Martha Fuller moved, David Buffum seconded. Approved unanimously. To be sworn in at next Board meeting.

5. Appoint Clerk Pro Tempore. David Buffum nominated as Clerk Pro Tem. Martha Fuller moved, Philip Brooks seconded. Approved unanimously.

6. Appoint Moderator Pro Tempore. Philip Brooks nominated as Moderator Pro Tem. David Buffum moved, Martha Fuller seconded. Approved unanimously.

7. Authorize System Manager to employ additional hourly employee. William Capron needs to hire a part-time on-call laborer; he currently has someone on a temporary basis. The District will post a notice; William Capron is authorized to hire temporary help as needed until hiring process for permanent assistant is complete. William Capron will review applications, select a finalist, and present finalist to Board along with materials on other applicants. Philip Brooks moved, David Buffum seconded. Approved unanimously.

8. Authorize Moderator to explore Health Insurance and 401-K plan for System Manager. Harry Sterling to look into possibilities for health and pension benefits for PIWD employees. Martha Fuller moved, David Buffum seconded. Approved unanimously.

9. Preliminary Discussion of writing Personnel Policies. Martha Fuller to form a committee to formulate personnel policies. Philip Brooks moved, David Buffum seconded. Approved unanimously.

10. Administrative

a. Customer Accounts and Billing

Two connections from waiting list to be added. David Buffum moved, Philip Brooks seconded. Approved unanimously.

b. Treasurer's Report

Bank of America	\$ 33,799.99
Citizens	\$ 97,652.60
Undeposited	\$ 1,782.55
Total cash on hand this date	\$133,235.14
Open invoices	\$14,395.05

c. 2011-2012 Budget

Accept budget: Philip Brooks moved, David Buffum seconded, approved unanimously.

d. Discussion of format of Treasurer's Report

11. Technical: System Manager's Report

Cut grass at all installations, multiple times. Had to pick up over two dozen rocks that had been thrown onto the grounds around Big Blue. Hit a small stump with old mower. Will check with NBNERR about planned spraying of phragmites.

Received a letter from homeowners at 0798 Narragansett Ave. complaining of an improperly functioning curb stop. Inspected curb stop and homeowners' valve and found them both to be working properly. Showed homeowners that both valves do work properly. Wrote letter stating this. Homeowners had used outside contractor to turn off curb stop. They and the contractor have been informed that only PIWD may touch curb stops. Their own shutoff valve has been found and demonstrated to them.

Went to 058 John Oldham Rd. to discuss location of new curb stop, service line and yard hydrant. Wrote estimate to do job. By law, homeowners must have reduced pressure zone backflow device (RPZ) installed if they are using both a well and system water, even if the two are not currently connected. Homeowners will be informed.

Homeowner downhill from Big Blue has complained about water coming onto her property when Big Blue overflows. Has asked us to find a remedy. We will pursue putting in a French drain.

When Big Blue is cleaned, we will look into changing configuration of piping to remedy thermocline problem.

Met with Bill Silvia to find out where he would like water service to his lots. Wrote estimate for the job. Need to clarify which lots are to be connected, since Mr. Silvia says two of those on the waiting list do not belong to him.

On two different dates picked up cold patch from Pawtucket Asphalt to put on road cut across Allen Lane. Have cold patch across about 2/3 of the road. Need one more load to finish the job. Environmentally friendly cold patch works well.

Started PIVFD job inside Greer Tank house. Ran into ledge on west side of house, asked Chief Marshall if east side was acceptable. He said yes.

Checked valves for accessibility in anticipation of storm damage from Hurricane Irene. Some had to be cleaned out and one near corner of Gov. Paine and Wells Lane unburied. Homeowner there initially refused to move vehicle to allow access to this valve. Homeowner did move vehicle after System Manager spoke with Officer Young on the phone – Officer Young came to the site. Valve was unburied, but has since been reburied.

Took Moderator Harry Sterling and Board member Martha Fuller on tour of system. On August 23 allowed Big Blue to overflow in order to take water temperature, 25°C.

Dug hole on east side of Greer tank house, continued removing material from inside.

Cleaned up tree branches after Hurricane Irene, removed tree from Gov. Paine Road.

Broadway tank removal: contacted Rossis, they are interested. Will seek other proposals.

Monthly sample for August positive for total coliform bacteria. Repeat original sample positive and one repeat other sample positive. Both Army Camp and Indian Spring #4 wells absent of bacteria.

Repair leak, install curb stop July 2 on John Oldham Road.

Repair leak on Cliff Road in Bristol Colony on July 29 (repair clamp).

Nate Bacon and Steve Butler replaced curb stop for 093 Daniel Ave. on August 4th.

Department of Health required we disinfect both wells and distribution system, as well as perform tank inspection. Sounding tube on #4 well sealed with a welded metal patch on September 9th by Santos Brothers.

Disinfection began on Sunday, September 11.

Big Blue overflowed about 8:45 p.m. on Wednesday, September 14th. Water temp. 25° C. Disinfection continues today, September 17th.

Pressure with Big Blue nearly full (29-29.5 psi at Indian Spring) is 10.5 psi at Broadway pumphouse and at hydrant on Alden Ave. 8-9 psi. Could use gravity to distribute chlorine.

Lead and copper samples elevated in lead at two houses and at store. Received violation notice.

12. Correspondence

Letter of resignation from Patty Richard, Treasurer.

13. Adjournment.

Motion to adjourn, David Buffum; second, Philip Brooks. Unanimously approved.